

- Station Manager's Report, submitted by Grace McNamara on Thurs., 5/18/17

#### Administrative:

- On Wed., 5/3, I met with Laconia SAU's Business Administrator Christine Blouin and LHS Principal David Bartlett to discuss the return of woodworking classes to the high school this fall (they are held next door to our studio and there is the potential of noise interference). One idea that we floated was to switch the studio and our office, but Ms. Blouin stated that we can't, because the studio curtain would cover the AC, which is a fire hazard. The three of us agreed to have maintenance conduct a "noise test" with the machines and air system running so we could hear the noise level. We ran that test on Tues., 5/9 and it seemed fine (although no wood was being ripped through the machines, which *will* make it more noisy). The bottom line is, unless we pay to install sound proofing, we really have no options. We'll work with what we've got.
- When I met with Ms. Blouin, I brought up our lease with the SAU. She checked and said that they have no copy of last year's lease. She also told me that their internal policies have changed. On Thurs., 5/4, I sent her a copy of last year's lease and copies of all of LRPA's insurance policies (Business/Liability, Worker's Comp, Media Liability), which must be provided to the SAU every year. Ms. Blouin also noted that guests of LRPA, including producers, volunteers, the Board, etc., are NOT permitted to enter LHS unless they are escorted by a LRPA staff member who has passed a background check (currently, Tim and I). She concluded by informing me from now on, Laconia's Superintendent (not she) will review and sign LRPA's lease.
- I was out of the office on Wed., 4/19 to attend the 2017 Nonprofit Summit sponsored by the Lakes Region Chamber of Commerce. Among the many useful ideas that came out of the session: we should have working subcommittees to address station needs (finance, marketing, strategic planning, board succession, volunteers, etc.) that are made up of members from both the Board and the community. I'd like for us to work on this as we move into our new fiscal year and to put this discussion item on our June agenda.
- I took Wed., 5/17 off; I informed the producers and Tim covered the office until 12 noon. The office will be closed on Mon., 5/29 in observance of Memorial Day.
- Summer office hours (M-TH, 9-2, Fridays closed) begin on Fri, 6/16 and run through Fri., 9/1.

#### Budget/Fundraising:

- On Tues., 5/9, I sent (via Certified Mail) the 2017-18 municipal public access agreements and accompanying invoices, along with individualized cover letters, to each of our five municipalities (Belmont, Gilford, Laconia, Meredith and Northwood). The due date for each agreement and invoice is on or before July 1, 2017. We received Belmont's signed agreement (electronically) on Tues., 5/16. Many thanks to Belmont and to all of our wonderful member municipalities!
- We received Belknap County's Q2 payment of \$1,462.50 on Mon., 4/24.
- We have received \$475 from the sale of DVD copies thus far this 2016-'17 fiscal year.
- I continue to reach out to Marci DeCarli at Bank of NH Pavilion to set up a sponsorship discussion meeting, but as of today, have had no luck. ***\*Nonpublic discussion\****

#### Equipment/IT/Website/Studio:

- We had been having intermittent problems with our internet dropping out. Shane replaced our six year-old router on Fri., 4/28 (cost including labor: \$178.00). While that helped (and increased our download and conversion speeds tremendously), we still had problems. MetroCast performed a maintenance call on Fri., 5/5. It turns out that back on Fri, 3/10, when they "upgraded" our old modem, they supplied us with the wrong one. Problem solved.

- Shane also upgraded our iSkysoft video converter software to the newest version (it hadn't been updated in more than four years and was no longer compatible with our computers; cost: \$150.00). We use this software program daily to covert media to our cablecast specifications and to export shows onto DVDs and digital media. LRPAs: boldly leaping into the 21<sup>st</sup> Century!
- On Thurs., 4/13 we received the new studio curtain from Northeast Stage. As I have previously stated, LHS maintenance will install the new curtain; the plan is to wait until after graduation.
- I am pleased to report that more producers are using our Dropbox account to upload their content to LRPA. We are also using the account to send completed shows back to producers. It works well and is a great service to our producers and to the community.

#### Personnel:

- I still have not advertised the Technical Assistant opening— although I *have* received several unsolicited résumés. Tim and I are covering the workload, and on Wed., 5/10, I met with freelancer Carly DeNauw, who will be picking up various shoots this summer that can't otherwise be covered. There are always opportunities for volunteer work. If any of you might be interested or willing, let me know and we'll hook you up!

#### Production and Programming:

- Belknap County meetings taped since the April 21 LRPA Board Meeting include:
  - Thurs., 5/4 (Commission, meeting length 01:44:31)
  - Thurs., 5/18 Commission, meeting scheduled for tonight
  - Mon., 5/22 Delegation meeting scheduled; we've been warned that it might be long

June meeting dates have yet to be announced; likely Commission meetings on 6/1 & 6/15. So far this year we have taped 21 (out of an allotted 50) County meetings, *37+ hours of content*:

- 11 Commission Meetings (out of an allotted 26 per our Letter of Agreement)
  - 8 Delegation Meetings (out of an allotted 10)
  - 2 Executive Committee Meetings (out of an allotted 10)
- I would like bring a draft 2018 Letter of Agreement with Belknap County to the Board for June's meeting and have a discussion and a vote on how we propose to invoice the County next year.
- We continue to download movies, TV shows, cartoons and more in the public domain.
  - New shows produced/aired/airing in April-May: Belknap County meetings, *The Cartoon Vault*, Gilford Public Library lectures, *The Groove Tube*, *Here's To Your Health!*, Laconia Historical Society (2), Laconia Public Library presentation with Ken Gloss of Boston's Brattle Book Shop and *Antiques Roadshow* (it was a blast ☺), *LRPA After Dark*, LRPA March Annual Board meeting, *M Power Hour* (3), NH Executive Council (2), religious programs, updated meetings from Belmont, Gilford, Meredith ( 2 live meetings) and Northwood, updated School Board meetings from Laconia and Meredith.
  - June will be very busy, including graduations, daily Motorcycle Week press conferences, POW-MIA Ride and Belknap County meetings, along with our regular workload. Again, if anyone will be out and about during Motorcycle Week and wants to get in on the fun, let me know!

#### Public/Community/Station Relations:

- I presented to the Gilford Board of Selectmen at their meeting of Wed., 5/10. I gave a brief rundown of the state of the station. It's a pleasure to get out and meet with our members!
- *LRPA After Dark* press releases continue to run in the following weeklies: Salmon Press papers, the *Suncook Valley Sun* and I have added *The Weirs Times*; I also send to the *Laconia Sun*.